

**AGENDA  
MONTEREY PARK BRUGGEMEYER LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
TUESDAY, FEBRUARY 16, 2016  
7:00 P.M.  
FRIENDS ROOM  
318 S. RAMONA AVENUE, MONTEREY PARK**

Staff reports, writings or other materials related to an item on this agenda which are distributed to the Library Board of Trustees less than 72 hours before this scheduled meeting shall be available for public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours. This agenda is posted 72 hours prior to the meeting at the library, City Hall located at 320 W. Newmark Avenue, Monterey Park, CA 91754 and on the City website at <http://www.montereypark.ca.gov/>

**CALL TO ORDER:**

**ROLL CALL:**

**ACKNOWLEDGMENT OF ABSENCES:**

**1. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS:**

This is an opportunity for members of the public to address the Library Board of Trustees on any item of interest to the public, before or during the Trustees' consideration of the item, that is within the subject matter jurisdiction of the Board of Trustees. Any member of the public wishing to address the Library Board of Trustees regarding any item on this agenda must fill out a speaker card and then return it to the Administrative Secretary prior to the announcement of the agenda item.

**2. AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:**

RECOMMENDATION: Take action if appropriate

**3. APPROVAL OF MINUTES**

Minutes of Regular Meeting of December 15, 2015

Minutes of Regular Meeting of January 19, 2016

**4. CONSENT AGENDA - APPROVAL BY MOTION:**

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

**FINANCIAL REPORTS AND EXPENDITURES:**

- a. RECEIPT AND EXPENDITURE REPORT
- b. TRUST AND AGENCY ACCOUNT REPORT
- c. APPROVAL OF WARRANTS

RECOMMENDATION: Approve reports and expenditures.

**5. CITY LIBRARIAN'S REPORT:**

- a. *CENIC Broadband Project*

**6. PRESIDENT'S REPORT:**

**UNFINISHED BUSINESS:**

**7. CITIZENS' PLANNING SUB-COMMITTEE UPDATE**

*Update and discussion regarding Selection Committee Library Consultant recommendation*

RECOMMENDATION: Take action if appropriate

**8. CITY LIBRARIAN PERFORMANCE EVALUATION FORM REVISIONS**

*Discussion regarding possible revisions to the City Librarian Performance Evaluation form*

RECOMMENDATION: Take action if appropriate

**NEW BUSINESS:**

**9. CIRCULATION DIVISION 6004**

*Presentation regarding library division responsible for loan of library materials, online patron files, and collection of library fines and fees: Circulation Services Supervisor Julie Villanueva*

RECOMMENDATION: Take action if appropriate

**10. PROCEDURES FOR LIBRARY BOARD OF TRUSTEES**

*First phase of discussion regarding establishment of procedures for Trustees' actions and duties*

RECOMMENDATION: Take action if appropriate

**CLOSED SESSION:**

**11. PERSONNEL ISSUES**

RECOMMENDATION: Take action if appropriate

**END OF CLOSED SESSION**

**ANNOUNCEMENTS:**

**HOUSEKEEPING ITEMS:**

**AGENDA ITEMS FROM THE BOARD:**

Agenda items for the next regular or a special meeting from Library Board members

**ADJOURNMENT:**

The next regularly scheduled meeting will be held on March 15, 2016 at 7:00 P.M. in the Friends Room.